

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JANUARY 10, 2017
AGENDA
4:00 PM**

- 1. Call to Order.**
- 2. Roll Call.** – John Delaney(ch), Mike Hinrichsen, Jason Jording, Richard Hill, Donald Tolan
- 3. Approval of Minutes**
 - a. December 12, 2016 Minutes
- 4. Review of Executive Session Minutes**
- 5. Public Input**
- 6. Appointments**
 - a. Reappointment of Stanley Glazier to the EDD CEDS (Economic Development District- Comprehensive Economic Development Strategy) Strategy Committee for a 3 year term expiring July 16, 2019
 - b. Reappointment of Stanley Glazier to the EDD (Economic Development District Governing Board for a 3 year term expiring July 16, 2019
- 7. Unfinished Business**
- 8. Approval of claims**
 - a. County Clerk
 - b. County Board Per Diem
- 9. New Business**
 - a. Purchase of Microsoft Server Data Center 2016
 - b. Circuit Clerk Salary Resolution
 - c. Comprehensive Review of County Ordinances
 - d. Ordinance Repealing County Ordinances Passed Prior to December 1991
 - e. Charges for county records and services
 - f. Open meetings act training
 - g. County Board Rules change regarding item 4T mailing of the County Board minutes and 7B mailing of claims.
 - h. Annual Report – Probation
 - i. Bulk Computer Purchase – Assessment, Zoning, County Clerk, Treasurer
 - j. House Bill 4379 – Resolution or Ordinance to regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees.
 - k. Review of final 2016 General Fund budget actual vis a vis 2017 General Fund Budget
- 10. Budget**
- 11. Other**
- 12. Executive Session (if necessary)**
- 13. Any action coming out of Executive Session**
- 14. Adjournment**

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
MONDAY, DECEMBER 12, 2016
MINUTES
4:00 PM**

1. Call to Order.

2. Roll Call. – Present: John Delaney(ch), Mike Hinrichsen (vc), Jason Jording, Donald Tolan. Absent: Richard Hill.

Mr. Delaney discussed that he would like to run the meetings as open as possible and encouraged participation for the Employees and attendees of the meeting. He noted that he would prefer not to vote as chairman except in the event of a tie or as necessary as a result of the quorum size. Mr. Hinrichsen discussed that he felt Mr. Delaney should vote to allow his constituents an understanding of his stand on the issues.

3. Approval of Minutes

a. November 7, 2016 Minutes

Motion to approve the minutes made by Hinrichsen, seconded by Jording. *Motion Carried.*

4. Review of Executive Session Minutes

Mr. Hinrichsen made the motion to move the executive session review to the end of the meeting, seconded by Jording. *Motion Carried.*

a. January 13, 2014 – Release or Keep Confidential

Motion to keep confidential made by Jording, seconded by Tolan. *Motion Carried.*

b. March 10, 2014 – Release or Keep Confidential

Motion to keep confidential made by Jording, seconded by Tolan. *Motion Carried.*

c. April 13, 2015 – Release or Keep Confidential

Motion to keep confidential made by Jording, seconded by Tolan. *Motion Carried.*

d. June 8, 2015 – Release or Keep Confidential

Motion to release and make public made by Jording, seconded by Tolan. *Motion Carried.*

e. December 7, 2015 Session 2 – Release or Keep Confidential

Motion to keep confidential made by Jording, seconded by Tolan. *Motion Carried.*

f. December 7, 2015 Session 3 – Release or Keep Confidential

Motion to keep confidential made by Jording, seconded by Tolan. *Motion Carried.*

g. February 8, 2016 – Release or Keep Confidential

5. Public Input - None

Taxability of Portable Buildings question - None

6. Appointments

a. Reappointment of Bernard Bucher, Jr., DMD to the Board of Health for a 3 yr. term expiring November 30, 2019.

Motion to approve made by Hinrichsen, seconded by Jording. *Motion Carried.*

b. Reappointment of Bonnie Allen to the Board of Health for a 3 yr. term expiring November 30, 2019.

Motion to approve made by Jording, seconded by Hinrichsen. *Motion Carried.*

7. Unfinished Business

8. Approval of claims

a. County Clerk

Motion to approve the claims made by Jording, seconded by Hinrichsen. *Motion Carried.*

b. County Board Per Diem

Mr. Jording made a motion to amend the mileage for Mr. Cremeens, it was then pointed out that mileage is in the County Clerk claims that were already approved and they are currently looking at per diem only.

Motion to approve per diems for Martin, Cremeens, Backer, Umdenstock, Rocke, and Pille made by Jording, seconded by Hinrichsen. *Motion Carried.*

9. New Business

a. Election of Vice Chairman

Mr. Delaney opened the floor for nominations, Mr. Jording nominated Mr. Hinrichsen, seconded by Tolan. Mr. Hinrichsen nominated Mr. Jording, no second. Mr. Delaney closed the nominations. Motion to elect Mr. Hinrichsen Vice Chairman. *Motion Carried.*

b. Set regular meeting date and time

Jording made the motion to set the regular meeting time as the Tuesday before the board meeting at 4:30, seconded by Hinrichsen. *Motion Carried.* Mr. Jording noted this was to help accommodate a member on public safety which will be move to Monday.

a. Resolution 2016-17 #012 Re-appointing Mary Bell Supervisor of Assessment

Mr. Delaney noted that he and Mr. Glazier held a review with Mrs. Bell this afternoon. They also noted that she received the highest ranking from the State in their review. Mr. Delaney also noted that there is a change to the text of the resolution to indicate this resolution sets the salary as well as reappoints Mrs. Bell to her position for 4 years with a term beginning February 19, 2017. Motion to approve and send to the full board made by Hinrichsen, seconded by Tolan. *Motion Carried.*

b. Purchase of Microsoft Server Data Center 2016

Hinrichsen made the motion to approve, seconded by Jording, Mrs. Jording discussed that this is new server software, and there was some confusion in regards to the quantity of the software required. No vote on the original motion. Mr. Jording made the motion to postpone till next month when clarification could be obtained, seconded by Hinrichsen. *Motion Carried.*

c. County Board Room as Joint Information Center Location in the event of Emergency

Mr. Hinrichsen made the motion to approve, seconded by Jording. *Motion Carried.* The committee discussed that they believed this related to Emergency Management. Mrs. Jording explained that this is a Central Illinois Public Information Officers program, there are numerous location set up throughout the county in the event of an emergency.

d. Resolution 2016-17 #001 Volleyball

Motion to approve made by Jording, seconded by Tolan. *Motion Carried.*

e. Resolution 2016-17 #002 Band

Motion to approve made by Jording seconded by Tolan. *Motion Carried.*

Mr. Hinrichsen department the meeting at 5:00pm

10. Budget - None

11. Other

Mr. Jording noted that the new FLSA law has been put on hold by the Court system. Mr. Jording noted that the Assistant States Attorney's in particular were to receive a significant raise to bring them into compliance with the new law. He recommends we continue on with the status quo for the time being until this issue is resolved through the courts. The committee discussion agreed that this issue should be brought to the attention of the board for their recommendation on what action to take. This will be placed on the Committee report.

Mr. Jording noted that Public act 099-0634 was handed out. He noted this is an effort by the Governor to review the entities of government in the state.

12. Executive Session (if necessary)

Mr. Jording made the motion to enter executive session for 5 ILCS 120/2(c)(11) Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Mr. Jording pulled his motion for executive session in light of only three committee members present.

13. Any action coming out of Executive Session

14. Adjournment

Motion to adjourn made by Jording at 5:18pm, seconded by Tolan. *Motion Carried.*

Submitted by: Lisa Jording

Date

John Delaney
Chairman, County Offices Committee

DRAFT

QUOTE CONFIRMATION



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QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Windows Server 2016 Datacenter - license Mfg. Part#: 9EA-00270 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: Illinois Microsoft (CMS6945110)	8	4325287	\$497.82	\$3,982.56

PURCHASER BILLING INFO		SUBTOTAL	\$3,982.56
Billing Address: WOODFORD COUNTY BOARD ACCOUNTS PAYABLE 115 N MAIN ST STE 103 EUREKA, IL 61530-1287 Phone: (309) 467-2375 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
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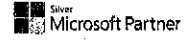
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Client:
 Lisa Jording
 wccoor@woodford-county.org
 3094677343

Project Leader	JOB	PAYMENT TERMS	QUOTE DATE
Bryan Church	Product/Services Package	Invoice	12/29/2016

QTY	DESCRIPTION	ONE-TIME FEE*	Grand Total
8	Microsoft Windows Server DataCenter (2) Core License - Open Government	\$578.87	\$4,630.96
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		TOTAL*	\$4,630.96

QTY	RECOMMENDED SERVICES	ONE-TIME FEE	Grand Total
1	Professional Installation (Platinum Installation by our In-house professionals)	\$100.00	\$100.00
1	Installation USB (Installation media shipped to you within 5-7 business days)	\$40.00	\$40.00
		TOTAL	\$140.00

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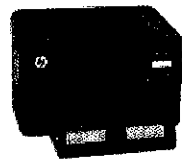
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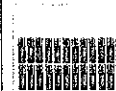


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STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

RESOLUTION # 2016/17-016
RESOLUTION SETTING SALARY FOR THE WOODFORD COUNTY CIRCUIT
CLERK FOR THE FISCAL YEAR 2017

WHEREAS, the Statutes of the State of Illinois require the County Board to set salaries of certain elected officials; and

WHEREAS, the County Board has chosen to set the Circuit Clerk's salary for one year; and

WHEREAS, the Circuit Clerk's salary is to be increased to \$61,435.70 retroactive to December 1, 2016; and

NOW THEREFORE BE IT RESOLVED by the Woodford County Board this 17th day of January, 2017 that the salary for the Circuit Clerk be modified to reflect the amount of \$61,435.70 for FY2017.

ATTEST:

Debbie Harms
Clerk of the Woodford County Board

Stan Glazier
Chairman of Woodford County Board

- 4T. The Agenda, Board Packets, and any other materials of all regular Board and Committee meetings (except executive session materials) shall be posted to the County's website at least 48 hours before the meeting. The Agenda, Board Packets, and any other materials of all special or emergency meetings (except executive session materials) shall be posted to the County's website at least 24 hours before the meeting. The postings shall indicate which materials are in draft form. Agendas, Board Packets, and any other materials for all regular, special, or emergency Board and Committee meetings (except executive session materials) shall also be provided to any member of the public body, or member of the public, by email, or US Mail if it cannot be delivered electronically, upon request. Requests shall be treated as a standing request, unless otherwise indicated. The County Clerk (Clerk) shall mail minutes to Members and they shall be considered for approval as mailed rather than read at the next meeting.
- 7B. The Clerk shall mail copies of the claims summaries to Members and shall have the claims available at the meeting and shall provide copies of claims and other materials to reporters at the reporters' request.

AN ACT concerning local government.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the

types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

Section 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Section 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be

submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Section 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

Woodford County Budget Analysis

General Fund #051	2009		2010		2011		2012		2013		2014		2015		2016		2016 Est.		2016		Over		2017		2017 vs. 2016 Act.		2017 vs. 2016 Budget		2017 % Diff.		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Under	Over	Budget	Actual	Budget	Actual	Budget	Actual	Budget
10 County Clerk/Recorder	253,464	236,251	221,466	299,115	299,163	291,768	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	299,886	25,101	25,101	303,508	303,508	-17,141	7,960	7,960	7,960	-5.3%
20 Circuit Clerk	324,203	330,278	328,329	314,110	289,900	271,686	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	299,196	-5,225	-5,225	367,767	367,767	43,469	38,244	38,244	38,244	13.4%
30 County Treasurer	109,710	111,578	116,897	120,489	123,869	122,266	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	126,101	-1,768	-1,768	133,363	133,363	5,492	3,724	3,724	3,724	4.3%
40 County Coroner	58,270	45,133	47,031	58,120	55,060	73,925	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	78,527	-8,489	-8,489	75,417	75,417	8,911	422	422	422	13.4%
50 Emergency Management	47,876	50,956	46,971	47,443	96,103	69,295	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	70,864	-5,333	-5,333	72,101	72,101	1,579	-3,954	-3,954	-3,954	2.2%
60 Conservation of Natural	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	0	0	15,000	15,000	0	0	0	0	0.0%
70 ROE	70,109	77,428	87,290	68,567	100,300	86,286	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	73,566	-40	-40	74,138	74,138	0	-40	-40	-40	0.0%
80 County Zoning	141,063	113,389	88,755	110,387	124,075	108,676	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	112,677	-2,615	-2,615	118,119	118,119	3,018	403	403	403	2.6%
85 Zoning Board of Appeals	14,024	5,708	5,642	6,031	5,431	4,379	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	6,572	-3,987	-3,987	6,835	6,835	1,322	-2,665	-2,665	-2,665	24.0%
90 Veterans Assistance	26,361	25,143	20,969	23,220	29,229	23,464	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	25,082	-5,154	-5,154	37,000	37,000	10,264	5,110	5,110	5,110	38.4%
100 County Board	62,175	63,050	40,068	45,186	49,464	64,980	55,845	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	-18,754	-18,754	55,000	55,000	13,754	-5,000	-5,000	-5,000	33.3%
110 Chief County Assessor	170,547	169,228	170,561	149,078	163,308	168,557	196,771	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	220,057	-49,860	-49,860	205,573	205,573	35,376	-14,484	-14,484	-14,484	20.8%
120 Board of Review	17,606	17,677	17,232	16,869	16,207	16,631	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	16,393	-5,321	-5,321	17,049	17,049	-330	-6,651	-6,651	-6,651	-1.9%
130 County State's Attorney	365,484	372,264	369,009	360,906	332,264	333,510	380,315	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	379,093	-10,501	-10,501	384,999	384,999	16,407	5,905	5,905	5,905	4.5%
140 County Public Defende	121,577	123,575	130,743	132,973	135,815	135,204	140,191	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	147,150	-5,810	-5,810	147,763	147,763	7,423	613	613	613	5.3%
150 Judicial	75,666	78,881	74,190	87,898	84,731	99,301	95,940	114,193	132,320	141,234	141,234	141,234	141,234	141,234	141,234	141,234	141,234	141,234	141,234	141,234	141,234	141,234	27,041	27,041	115,030	115,030	-26,234	807	807	807	-18.6%
160 Election	178,891	253,832	157,679	256,343	159,990	234,669	247,526	360,398	311,323	233,032	-107,366	243,851	-9,181	-116,547	-3.6%																
170 Courthouse	147,295	304,103	155,731	138,092	345,937	168,911	185,080	181,606	190,026	185,437	3,831	190,209	4,772	8,603	2.6%																
180 Annex #1	147	0	176	12,789	0	1,043	850	300	23	-827	800	800	800	800	800	800	800	800	800	800	800	800	-800	-800	800	800	777	-50	-50	-50	2.6%
190 Annex #2	111	25	0	12,628	376	0	596	800	225	0	-800	800	800	800	800	800	800	800	800	800	800	800	-800	-800	800	800	750	100	100	100	12.5%
200 Insurance	393,716	323,904	642,867	527,893	576,669	604,776	689,592	740,000	718,000	697,841	-42,159	745,000	47,159	5,000	6.8%																
210 General Gov't / Other	589,440	591,121	588,439	578,332	840,167	695,729	774,879	961,618	805,641	692,369	-269,249	864,732	172,363	96,886	24.9%																
220 Public Safety	2,376,068	2,452,807	2,596,410	2,726,808	2,818,830	2,952,263	2,872,656	2,987,131	2,968,187	2,906,223	-80,908	3,056,039	149,816	68,908	5.2%																
225 Public Safety Building	508,892	483,439	397,523	421,211	518,998	478,002	405,729	491,333	551,753	491,248	-85	523,523	32,275	32,190	6.6%																
230 Probation	34,934	34,464	36,486	36,816	35,978	41,042	38,992	41,400	37,990	37,568	-3,837	41,136	3,573	-264	9.5%																
290 County Administrator	26,330	35,354	25,617	11,470	13,016	19,183	21,684	21,900	18,550	16,590	-5,310	21,900	5,310	0	32.0%																
295 Personnel	16,361	15,849	17,721	10,712	12,810	14,885	21,082	44,100	34,100	26,656	-17,444	54,400	27,744	10,300	104.1%																
300 Information Technology	239,690	232,505	206,024	202,897	199,685	224,055	217,859	243,000	239,000	239,707	16,707	246,660	-13,047	3,660	-5.0%																
999 Non Departmental Related	6,385,010	6,562,942	6,599,826	6,588,466	7,428,214	7,453,036	7,524,027	8,274,293	8,054,429	7,698,973	-575,320	8,398,082	699,109	123,789	9.1%																
Totals	6,385,010	6,562,942	6,599,826	6,588,466	7,428,214	7,453,036	7,524,027	8,274,293	8,054,429	7,698,973	-575,320	8,398,082	699,109	123,789	9.1%																

2017 Budget Comments

101.5% 2017 % Increase over 2016 Budget
 109.1% 2017 % Increase over 2016 Actual
 104.3% 2017 % Increase over 2016 Est Year End

Woodford County Personnel Indirect Related Cost Tracking - 2009 to 2016 & 2017 Budget

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Est. YE	2016 Actual	2017 Budget	2017 Budget vs. 2016 Act.	2017 vs. 2009
051-200-5XXX-004													
027 Group Insurance	\$393,716	\$311,956	\$604,053	\$511,558	\$556,123	\$604,109	\$689,592	\$740,000	\$718,000	\$697,841	\$745,000	7%	89%
054-260-5XXX-999													
174 Social Security	\$353,220	\$367,401	\$365,333	\$363,075	\$384,912	\$403,725	\$399,952	\$430,000	\$430,000	\$399,430	\$440,000	10%	25%
070-200-5XXX-003													
087 Workers Comp.	\$106,946	\$118,824	\$141,951	\$175,227	\$105,905	\$164,860	\$188,441	\$323,960	\$323,960	\$323,960	\$312,595	-4%	192%
053-260-5XXX-999													
173 IMRF Contribution	\$447,025	\$584,601	\$595,702	\$603,928	\$674,595	\$711,301	\$678,451	\$725,000	\$712,600	\$663,266	\$720,000	9%	61%
001-610-6XXX-002													
085 Health Insurance	\$41,405	\$40,200	\$58,868	\$72,520	\$86,548	\$94,973	\$91,222	\$117,000	\$103,539	\$99,005	\$121,000	22%	192%
(County Highway Related)													
Total Indirect Labor Cost	\$1,342,312	\$1,422,982	\$1,765,907	\$1,726,308	\$1,808,083	\$1,978,968	\$2,047,658	\$2,335,960	\$2,288,099	\$2,183,502	\$2,338,595	7%	74%